

Technical Branch
Science & Engineering Group
Para-Professional Engineering Series

ENGINEERING AIDE

04/98 (TLW)

Summary

Under immediate supervision, perform a limited variety of recurring basic engineering support and clerical administration for an assigned functional unit.

Typical Duties

Draft basic engineering prints and diagrams using manual and/or Computer Aided Design Drafting (CADD) methods and make related trigonometric calculations. Involves: transferring sketches, hand drawn diagrams and numeric data into engineering drawings, maps, plans, profiles, and related detailed engineering documents; determining angles, elevations, slopes, and geometric measurements by referring to specified mathematical tables and entering figures into prescribed established formulas.

Assist Engineering Technicians in the field with taking and checking measurements. Involves: recording, compiling and re-computing and transferring descriptive and numerical data into engineering drawings and tables; performing simple rod and chain handling for a survey crew in accordance with explicit instruction as required.

Maintain and provide documents and information pertaining to unit of assignment. Involves: maintaining files and records; logging and retrieval of documents; answering routine question and providing documents as directed from inside or outside of own unit.

Perform related administrative support duties as assigned following well defined office routines. Involves: performing any duties of coworkers, if required, during temporary absences sufficient to maintain continuity of normal operations; preparing standard reports; checking accuracy of drawings and documents prepared by self or others;

Minimum Qualifications

Training and Experience: Graduation from High School or equivalent supplemented by courses in mathematics or drafting; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: basic mathematics related to engineering such as geometry, algebra and trigonometry. Some knowledge of: drafting and keyboarding fundamentals.

Ability to: manually or with the aid of computer equipment draft engineering documents and perform related mathematical calculations; assist in preparation of technical reports, spreadsheets, charts and graphs pertaining to assigned activities using a variety of computer software applications; set up and maintain files and record systems; establish and maintain effective working relationships with fellow employees and the general public.

Skill in the safe operation and care of: personal computer or network work station, including CADD, word processing, spreadsheets and database software; standard drafting instruments; time and distance measuring devices; motor vehicle through city traffic.

Physical Requirements: Frequent: close visual concentration to draft design drawings; exposure to adverse weather conditions; walking, standing and climbing on rough terrain and construction sites. Occasional: stooping, bending, lifting and carrying objects and equipment (up to 30 lbs).

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another State.

Director of Personnel

Department Head